

UNIVERSITY OF EDUCATION, WINNEBA
FACULTY OF SCIENCE
DEPARTMENT OF HOME ECONOMICS EDUCATION

COURSE TITLE : MANAGEMENT IN FAMILY LIVING
COURSE CODE : HEC 353
CREDIT : 3
LECTURER : MS. OPHELIA QUARTEY

COURSE OUTLINE

OBJECTIVES : By the end of the course Students should be able to:

- Relate the systems approach to the study of family management
- Identify the family environments that influence family management
- Select and use resources effectively to achieve family goals
- Devise strategies to improve on work in the home

WEEK	CONTENT/TOPIC	ASSIGNMENT/PROJECT	REMARKS
1-2	Revise the concept of Management <ul style="list-style-type: none"> ➤ Definition, scope, focus, purpose ➤ Development of management as a field of study 	Read and compile notes Assign seminar topics on motivators	Reports to be given in the 3 rd and 4 th weeks
3-4	Motivation for Management <ul style="list-style-type: none"> ➤ Revise Needs, Value, Goals, Standards, Events ➤ Classification of values and standards ➤ Relationship between needs and values 	Seminar on Motivators	
5-6	Concept of Systems <ul style="list-style-type: none"> ➤ What is a system ➤ Components of systems ➤ How systems operate ➤ Characteristics of systems 		
7	Systems Approach to Family Management <ul style="list-style-type: none"> ➤ How the family functions as a system ➤ The Family Eco-system 	Assign seminar topics on decision making and management processes	To be reported on in the 8 th & 9 th weeks
8-9	Throughput processes <ul style="list-style-type: none"> ➤ Revise Decision-making, Planning, Implementing, Evaluation. ➤ How the Family system transforms inputs into output. ➤ Factors influencing decision-making and Family Management 	Class test in the 8 th week. Seminar on Decision-making and management processes	

10	Resources <ul style="list-style-type: none"> ➤ Revise classification and characteristics of resources ➤ Factors which affect the use of family resources 	Assign seminar topics on Time Energy, Work Simplification	To be reported on the 12 th , 13 th and 14 th weeks.
11	Human cost of Work <ul style="list-style-type: none"> ➤ Cognitive component ➤ Affective component ➤ Physical component ➤ Temporal component 		
12	Time Management <ul style="list-style-type: none"> ➤ Revise concept, types of time, restriction on the use of time, managing time ➤ Time perceptions and how they affect the use of time 	Seminar reports	
13	Energy as a Resource <ul style="list-style-type: none"> ➤ Revise causes of fatigue and how it can be avoided. ➤ Fatiguing motions ➤ Body mechanics and its application to housework. 	Seminar reports	
14	Time and Energy Management <ul style="list-style-type: none"> ➤ Time and Motion studies ➤ Work simplification techniques ➤ Functional Storage 	Seminar reports	
15-16	END OF SEMESTER EXAMINATIONS		

REFERENCES

Asare, E. & Quartey, O. (2002) Management Principles: Application to Resource use. Accra: Asquart Publishers.

Bratton, E. C. (1982) Home Management is. Boston: Ginn and Company

Deacon R. E. & Firebaugh, F. (1988) Family Resource Management. London: Allyn and Bacon.

Nickel, I. P. Rice A. S., Tucker, S. M. (1976) Management in Family Living. New York: Macmillan Publishing Co.

Swanson, B. B. (1981) Introduction to Home Management, London: Collier Macmillan Publishing.